



**Department of Housing and Community Development**

**August 23, 2006**

**NOTIFICATION OF VACANCY**

**HOUSING PROGRAM ADMINISTRATOR**

**(Program Administration Specialist II)**

**POSITION: P1432**

**Hourly Rate: \$22.00 - \$37.37**

**Limited to 1500 hours per/year**

**State Benefits not included**

**LOCATION:**

**DHCD  
501 N. 2<sup>ND</sup> STREET  
RICHMOND, VA 23219**

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development is seeking a part time Housing Program Administrator within the Division of Housing. The selected individual will help implement programs targeted to low-income individuals, homeless families and individuals, households at imminent risk of homelessness, and persons with HIV or AIDS and their families; provide technical assistance, monitor compliance of project sponsors, participate in producing reports.

**QUALIFICATIONS:**

Knowledge of basic grant management. Knowledge of federal/state housing and homeless assistance programs. Must effectively communicate both orally and in writing; conduct training workshops; and manage multiple priorities. Working knowledge of PC and appropriate software applications to manage and report program data. Skills in establishing and maintaining effective working relationships inside and outside the agency and to analyze and solve problems. Graduation from a college or university with a degree in social work, planning, public administration or related field is preferred or equivalent combination of training and experience. Some experience with grants management; and housing and homeless assistance programs. Valid driver's license.

***TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> BY SEPTEMBER 8, 2006.***

***For additional information contact our Human Resource Office, at (804) 371-7000  
Equal Opportunity Employer***